



**1600 East Century Avenue, Suite 2  
P.O. Box 2057  
Bismarck, ND 58502-2057  
Phone (701) 328-5345  
Fax (701) 328-5320  
E-Mail: [jhirsch@state.nd.us](mailto:jhirsch@state.nd.us)**

**MEETING MINUTES  
NORTH DAKOTA YOUTH DEVELOPMENT COUNCIL  
SEPTEMBER 7, 2004**

**Meeting Date, Time & Place:** September 7, 2004, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

**Members Present**

**Bismarck:** Harley Engelman, Korrine Lang, Leo Cummings, Lyn Dockter-Pinnick, Ethel Keeley.

**Minot:** Anita Kostek and Gloria Maragos.

**Fargo:** Tim Eissinger.

**Grand Forks:** Scott Holdman.

**Members Absent**

Brenda Christensen, Cheryl Penny, Gaylene Massey, Jim Hirsch, Wayne Kutzer, Al Austad.

**Guests Present**

Beth Zander, DeAnn Berg, Ruth Lacher, Mark Thompson, Sheila Bruhn, Larry Anderson, and Jill Splonskowski.

**Opening Remarks & Introductions:** The Chair, Lyn Dockter-Pinnick provided a welcome to everyone. The Chair proceeded with asking members and guests to introduce themselves at all four IVN sites.

**Administrative Announcements:** None.

**Agenda:** Lyn Dockter-Pinnick asked for approval of the agenda as presented. Lyn Dockter-Pinnick mentioned that the 1:00 p.m. agenda item will be moved to 11:30 a.m. and that the Council will also have Leo Cummings report earlier so that the meeting can adjourn at 12:00 p.m. for lunch.

**Motion:** Ethel Keeley moved for approval of the agenda. Harley Engelman seconded the motion. Motion carried.

**Minutes:** Lyn Dockter-Pinnick asked for approval of the June 15, 2004, minutes.

**Motion:** Korrine Lang moved for approval of the June 15, 2004, minutes. Ethel Keeley seconded the motion. Motion carried.

## **Chairs Report**

### Governor's Workforce Summit 2004:

Lyn Dockter-Pinnick mentioned that all Youth Council members need to register for the Governor's Workforce Summit 2004 and can receive reimbursement from the Council if they attend.

### Region IV Youth Summit:

Gloria Maragos gave members some comments regarding her attendance at the Region IV Youth Summit. She felt that Job Service North Dakota employees should be included or attend these conferences in the future.

Scott Holdman thought the Summit was geared toward what to do in a local office and felt that Job Service North Dakota employees should attend as it was extremely interesting and helpful to him.

Ethel Keeley said that the follow-up service and the online high-school class workshops were of particular interest to her. South Dakota hosts an annual "best practices" conference and Ethel Keeley recommended that North Dakota host such a conference every year or every 2 years.

Lyn Dockter-Pinnick stated that the Youth Council can look into the possibility of providing funds to attend the Spearfish, South Dakota conference in late September 2004.

Ruth Lacher mentioned the usefulness of the follow-up sessions and has requested PowerPoint presentations from DOL and Case Management sessions attended by Ruth Lacher at the Summit so that they can be distributed to Job Service North Dakota Youth

Program staff statewide. Ruth Lacher attended a workshop on monitoring and thought the sessions were very interesting.

Ruth Lacher responded to the concerns regarding additional Job Service North Dakota staff attending the conference expressed by Gloria Maragos and Scott Holdman. She responded that Job Service North Dakota would prefer to send additional youth program staff to the DOL sponsored Youth Services conferences; however, due to financial constraints within the agency, generally one staff person attends. This individual is then responsible for providing information gained to the appropriate remaining staff members. Should the Council be able to assist with funding for additional Job Service North Dakota youth staff participation at future Youth Summits, Job Service North Dakota would be appreciative.

In addition, Ruth Lacher responded to the request that staff attend the South Dakota WIA conference and stated that Job Service North Dakota held a statewide conference last spring, which would be similar to the South Dakota conference. The Job Service *One Stop University* conference focused on program performance management, providing service in the One Stop System, and contained instructional sessions on program specific topics.

Lyn Dockter-Pinnick asks for a motion for the Youth Development Council to try to include North Dakota service providers as well as other State service providers and youth to participate in a South Dakota conference and to provide funding.

**Motion: Gloria Maragos made a motion for the Youth Development Council to try to include North Dakota service providers as well as other State service providers and youth to participate in a South Dakota conference and to provide funding. Ethel Keeley seconded the motion. Motion carried.**

### **North Dakota Association of Career Service Professionals**

Mark Thompson gave members an overview of the North Dakota Association of Career Service Professionals. The members come from cooperative education, career planning, and placement offices within public and private universities, community colleges, and post-secondary institutions. The role of the North Dakota Association of Career Service Professionals is to provide services to employers such as:

- ◆ Access to career and employment services
- ◆ Cooperative education and internship programs
- ◆ Career fairs and recruiting
- ◆ Connections to university students and student organizations

The organization promotes employers to hire North Dakota candidates who are innovative and able to respond to changing customer needs, who are qualified, motivated, or team oriented, and who have an entrepreneurial spirit and take great pride in their work. They encourage employers to develop a beneficial relationship with North Dakota institutions by:

- ✂ Becoming associated with career service offices

- ✘ Holding informational meetings
- ✘ Attending career fairs
- ✘ Participating in coop/internship programs
- ✘ Serving on advisory boards
- ✘ Posting available positions at career offices
- ✘ Presenting at or hosting professional student organization activities

Collaborations include:

- [www.NDinterns.com](http://www.NDinterns.com)
- Opportunities 2020 internship project team representative
- Teacher job openings
- Open career fairs
- North Dakota Education Connection
- Continuing to work toward collaborative ventures

The Association currently consists of 14 colleges/universities. The idea was developed in 1985 and was developed for employers as an avenue to retain youth.

### **Local Youth Council Demonstration Report**

Leo Cummings is working with a Local Youth Council Charter project in the New Town area. A meeting was held in Spring 2004 and follow-up has been done with Job Service North Dakota and a local community college. Planning has started and a budget has been developed. A 6 week GED class could be condensed to see if the project would work – 60% of the 15-20 students graduated from this existing class.

Leo Cumming stated that Three Affiliated Tribes has offered up a \$30,000 - \$40,000 on-the-job-training contract to the Boys & Girls Club.

Leo Cummings believes that we're going to need to look at lowering negotiated performance levels due to the fact that the Local Youth Council Charter is targeted toward members with the greatest barriers to employment.

Leo Cummings mentioned that he will report at the next meeting on the WIA tribal performance measures.

### **WIA Performance Reports**

DeAnn Berg from Job Service North Dakota reported on 4 separate reports:

#### 1) WIA Financial Report

Ninety-three percent (93%) has been expended on youth on local area funds. Reauthorization only requires a 70% expenditure. The Governor's set-aside funds for special projects has a balance of \$153,829. The internship initiative expended \$3,000 of

those funds, but the statewide funds show that 78% of the funds have been expended as of June 30, 2004.

2) Performance Measurement Update

The Department of Labor has approved the negotiated performance levels. The modified Strategic Plan needs to be completed by the end of September 2004. Job Service North Dakota has met all of the negotiated performance measures and expects to meet eligibility criteria for the incentive award grant.

3) Summary of Youth Contract Activity

These are contracts that provide services for the summer or the entire year. Job shadowing, mentoring, counseling, leadership development, and study skills are all services provided throughout the State under these youth contracts. The total amount of the contracts for Program Year 2004 is \$75,805. The contract amount for Performance Year 2003 was \$92,862 with \$77,374.30 expended and \$15,487.70 of unused funds as of August 2004.

4) Historical Comparison of Youth Eligibility Assessment and Enrollment Rates

In Performance Year 2002, youth enrollments increased by 32.9% over Performance Year 2001. In Performance Year 2003, the funding allocation was decreased by 20.62%; however, the statewide enrollments remained consistent.

### **Northeast Regional Youth Council Charter**

Sheila Bruhn has been working on the proposed draft of the Charter. The Children's Services Coordinating Committee (CSCC) has also been working with Job Service North Dakota, Scott Holdman, and Max Laird on this project. Their vision is to bring front-line staff into a closer working relationship to establish a local youth committee to bring to a regional level, and then report to the State. The committee would identify communities/members and they would report back to the regional council to see how youth needs are being performed at each level. CSCC would like to see Scott Holdman or another member work with CSCC. A periodic or quarterly written report of the Northeast Regional Youth Council Charter would be provided to the Council to identify and approve their progress.

The CSCC has tried to utilize and address the needs or goals that the Council has identified in the past in their Local Youth Council Charter. The anticipated start date of this Charter would begin after December 2004, upon approval. The CSCC would like to begin with 4-5 communities and add additional communities along the way.

Lyn Dockter-Pinnick asked that a few language changes be made under the "Structure" and "Authority/Empowerment" section specific to the Youth Development Council, rather than to the Workforce Development Council.

Lyn Dockter-Pinnick asks for a motion to approve the Northeast Regional Youth Council Charter.

**Motion: Scott Holdman made a motion to approve the document with the changes as requested by Lyn Dockter-Pinnick and that it be sent to Lyn Dockter-Pinnick and to the rest of the Council for approval and any changes will be brought before the Council as well. Ethel Keeley seconded the motion. Motion carried.**

### **North Dakota Energy Education & Career Awareness Program**

Lyn Dockter-Pinnick asks for a motion to support the North Dakota Energy Education and Career Awareness Program in its second year of funding pending a report of program success. The report will show the number of presentations, the number of students, progress report, success stories, and future presentation venues.

**Motion: Korrine Lang made a motion to support the \$25,000 award for the North Dakota Energy Education and Career Awareness Program during its second year of funding. Gloria Maragos seconded the motion pending a report of progress. Motion carried.**

### **Wages for Youth & Retention**

Craig Koch from Job Service North Dakota reported on North Dakota's Fountain of Youth: Is the Well Drying Up? publication. The 2001 report identifies the statewide and national trends for our youth population. Topics covered in the publication include, but are not limited to, the labor market outlook, risk behavior trends, teen working habits, health and safety issues, and the cultural and social implications of our increasingly connected society.

Students continually score higher on ACT tests, have lower dropout rates, and we have a high level of college graduates. School consolidation will be a big factor in determining where people will live ~ specifically in rural communities. Some long-term updates (through 2010) show a 12% increase in the workforce. Some occupations offer career-ladder opportunities within the State and are focused on Healthcare (1 out of 5 jobs) and Information Technology.

Service-related occupations are also going to grow at a fast rate. More students are taking internships more seriously and participating less in the service industry.

### **Youth Council Planning & Public Input**

- 1) The Council will look into the possibility of South Dakota conference member attendance as well as the possibility of member attendance and outside attendance at the Region IV Youth Summit
- 2) WIA Tribal Report
- 3) Energy Education Report
- 4) Employer Needs Assessment – Job Service North Dakota (Skills needed to help employers serve youth)

**Adjournment:** Lyn Dockter-Pinnick asks for a motion for adjournment.

**Motion:** Harley Engelman made a motion to adjourn the meeting. Korrine Lang seconded the motion. Motion carried.

The meeting was adjourned.

**Next Meeting:** The next meeting of the North Dakota Youth Development Council will be held on January 4, 2005, in Bismarck, North Dakota.

**Action Plans:**

- ✚ Youth Council members should register for the Governor's Workforce Summit if planning to attend and can receive reimbursement from the Council for their attendance.
- ✚ Youth Council to look into the possibility of providing funds to attend the Spearfish, SD conference in September 2004 and the 2005 Region IV Youth Summit.
- ✚ Leo Cummings to report at the next Council meeting on WIA tribal performance measures.
- ✚ Complete the modified Strategic Plan prior to September 24, 2004.
- ✚ Council to approve/sign the Northeast Regional Youth Council Charter pending requested language changes.
- ✚ Council to review the Energy Education & Career Awareness Program progress report at the next Council meeting in order to support the \$25,000 second year award funding.
- ✚ Review the Job Service North Dakota Employer Needs Assessment.